



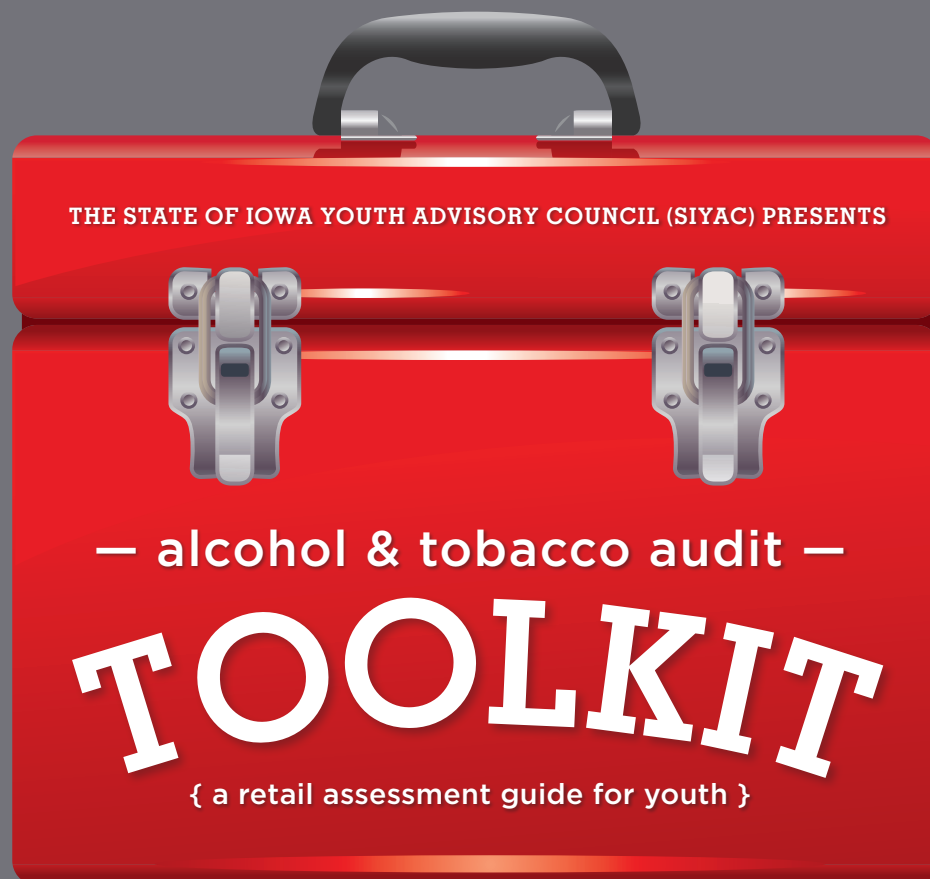
THE STATE OF IOWA YOUTH ADVISORY COUNCIL (SIYAC) PRESENTS

— alcohol & tobacco audit —

TOOLKIT

{ a retail assessment guide for youth }

A How-To Guide for a Community Service
Project Against Substance Abuse in Youth



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THE STATE OF IOWA YOUTH ADVISORY COUNCIL (SIYAC) PRESENTS

— alcohol & tobacco audit —

TOOLKIT

{ a retail assessment guide for youth }

— OBJECTIVE —

To prepare youth and adults for a project that will fight alcohol and tobacco advertisement attacks on underage youth.

— SUMMARY —

This is an environmental scan of one's local outlets (i.e. grocery stores, gas stations, etc.) for alcohol and tobacco advertisements. We will pay attention to number, placement, and type of alcohol and tobacco advertisements.

Alcohol & Tobacco Audits are important to substance abuse prevention for the following reasons:

- 4 billion dollars of alcohol advertising reaches Americans yearly.¹
- 15.1 billion dollars of tobacco advertising reaches Americans yearly.²
- Tobacco and alcohol ads portray a perfect world with healthy people, without regrets and problems, thus spreading a false illusion about these products.
- Advertisements get into people's minds, including those of young children. As an example, after the Budweiser Frogs were introduced in 1996, those frogs "were more recognizable to children aged 9-11 than the Power Rangers, Tony the Tiger, or Smokey the Bear."³ Another study discovered "that 8-12 year olds could name more brands of beer than they could U.S. Presidents."³

Whether alcohol and tobacco ads are on TV, over the radio, or in stores, they have great influence. With the audit, the prominence of this type of advertising will be recognized.

Alcohol & Tobacco Audit Toolkit

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who can do an audit

Youth and adults who care about the problem of substance abuse can do an audit. Substance abuse prevention groups such as **Students Against Destructive Decisions (SADD)**, **Just Eliminate Lies (JEL)**, **Scouts**, and **Student Council** might find an audit to be suited to their missions. However, anyone can conduct an audit with the proper preparation. Although youth should lead this project, adult advisors should provide support, advice, and safety. The youth can form a group, use an existing group, or go by themselves to do this audit, as long as there are adult advisors involved.

safety

Safety must be maintained throughout the project.

- Use a signal to alert others of a safety issue
- Have an advisor with the youth while in outlets or at least within contact for older youth
- Provide phone numbers for the parents/guardians to advisors in case of an emergency
- Take photos only after getting permission from the outlet manager or employee
- Respect customers and employees during the audit
- Try to leave the outlet in 25 minutes or less

Always remember to remain quiet, work quickly, and be courteous!

getting started | *material needs:*

- Summary of instructions for reference during the audit
- Camera (with extra batteries, a memory stick, etc.)
- Clipboard and pen/pencils
- All forms—audit log form and feedback form
- Letter of authenticity and/or copy of the initial letter sent to outlets
- Map and list of outlets
- Phone number of advisor if advisor not present
- Extra paper for any notes

Determine how many participants you will have and

divide into teams, if necessary. Use an appropriate number of advisors, which depends on number of participants. Draw up a list of the outlets that sell/serve alcohol and/or tobacco products in your area (i.e. Kum 'N Go, Wal-Mart, etc.). For large cities, consider auditing the outlets in a particular division instead of the entire city. **Write and send letters to those outlets, informing them that you will be conducting an audit in their stores. Decide who will go to which outlets as well as what day and time. Train participants on how to conduct an audit by using this toolkit's information. Tell them about safety, why they are doing this audit, what they are expected to do, and how they will do it. Have participants turn in a permission slip signed by their parents/guardians (if under 18) before allowing them to conduct the audit.** Once everyone is well-informed about the audit and has obtained the material needs, the audit may proceed.

conducting the audit

Call the participating outlets to tell them the day and time that you will be at the outlets and also ask the outlets if you can take pictures. Gather all the needed materials and meet at a specified place. Once you arrive at the outlet, alert the outlet manager that you have come to do the audit. Work efficiently, with a pre-determined plan for traveling around in the outlet (i.e. outside to inside, front to back, etc.).

- Look for ads inside and outside of the outlet.
- Note the 4 Ps of marketing—**Product, Price, Placement, and Promotion.**
- Record ad frequency and ad content
- Check for responsible alcohol and tobacco sales practices (i.e. age verification or “WE ID” signs, ID scanners, statements of store policy, etc.)
- Include the date and location of your audit on the audit log form
- Fill out personal feedback forms right after the audit

Most importantly, have fun conducting this audit which will enlighten your community and will fight alcohol/tobacco use by youth.

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the audit results

“Analyzing all the data collected is critically important to the project.”⁴

You can use computer software such as Access or Excel to summarize the data, or you can just tally the results and report them in a simple form.

“Highlight any data that may be insightful or provide support for potential policy change recommendations. Organize and present final report in such a way that it will compel participants to advocate for specific changes based on [your] compiled local community [audit] results.”⁴

share your results

Once you have organized your data, spread the information around your community. Send press releases to newspapers, websites, newsletters, radio, TV, etc. to tell others about your results. Continue to strive for substance abuse prevention in any way you can, using the audit information for back-up.

optional

An additional option would be to send follow-up letters to each of the outlets audited, telling them the number, placement, etc. of the alcohol/tobacco ads that you found in each of the outlets. Ask the outlets to reduce the number of ads in their outlets along with age-appropriate placement of ads. Conduct another audit (the same as before) a few months later. Determine which outlet improved in regard to number and placement of alcohol/tobacco ads; send them an award that recognizes their improvements. You may also put a notice in a local newspaper, on a website, etc. to spread the news that this outlet supports positive changes for youth.

end procedures

Evaluate yourselves as to how the audit went.

did you?

- “Catalyze government and community action to reduce underage use of alcohol and tobacco.”⁴
- “Provide a blueprint for specific recommended alcohol and tobacco policies and initiatives.”⁴
- “Provide a baseline for monitoring community change.”⁴

Gather feedback from the audit participants to make the most of this experience.

Lastly, celebrate and reward your hard work with a special get-together, a potluck, an evening of games, a movie night, etc. if so desired.

tools

Copies of audit log forms, a photo form, a feedback form, release forms, a project summary, a letter to outlets, and a post-audit letter to outlets are included in this Toolkit. Feel free to use them or create your own. References and contacts are also included.



[counter advertising examples]

Alcohol & Tobacco Audit Toolkit

Produced by the State of Iowa Youth Advisory Council (SIYAC)

CARRY-OUT OUTLET | YOUTH RETAIL ASSESSMENT FOR ALCOHOL & TOBACCO PRODUCTS & ADVERTISING

Assessment Team Member Names:

Date of Visit:

Name of Location:

Please check what type of location visited:

- ☐ Grocery Store
- ☐ Department Store
- ☐ Convenience Store/Gas Station
- ☐ Other: _____

Counting advertising & product placement for alcohol and tobacco:

- Mark a line (|) in the correct place for each item.
- After there are 4 lines in each area (IIII), draw a diagonal line through the four lines to represent the 5th item.
- Start the next set of 4 lines and a diagonal line to continue counting items in that area.

Totaling advertising and produce placement:

- Count the number of groups of 5 marks in each area and multiply by 5.
- Add any marks not included in groups of 5.
- Write total number in TOTAL column.



[on-counter example]

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Carry-Out Outlet Outside Advertising

ALCOHOL	TOBACCO	TOTAL
Number of Ads on Door(s):		
Top:	Top:	Top:
Middle:	Middle:	Middle:
Bottom:	Bottom:	Bottom:
Number of Ads on Outside Walls:		
Alcohol:	Tobacco:	Total:
Other Outside Ads:		
Number of ads for things that promote alcohol, but are not alcohol: (t-shirts, baseball caps, etc.):	Number of ads for things that promote tobacco, but are not tobacco: (t-shirts, baseball caps, etc.):	Number of ads for things that promote alcohol or tobacco, but are not alcohol or tobacco: (t-shirts, baseball caps, etc.):

Carry-Out Outlet Inside Advertising

ALCOHOL	TOBACCO	TOTAL
Number of Ads:		
ON Walls:	ON Walls:	ON Walls:
ON Doors:	ON Doors:	ON Doors:
ON Counters:	ON Counters:	ON Counters:
BELOW Counter Level:	BELOW Counter Level:	BELOW Counter Level:
NEAR Candy:	NEAR Candy:	NEAR Candy:
Number of ads for things that promote alcohol, but are not alcohol: (t-shirts, baseball caps, etc.):	Number of ads for things that promote alcohol, but are not alcohol: (t-shirts, baseball caps, etc.):	Number of ads for things that promote alcohol, but are not alcohol: (t-shirts, baseball caps, etc.):

advertising comments & notes:

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Carry-Out Outlet Product Placement

ALCOHOL

TOBACCO

TOTAL

Number of special displays:

Number of alcohol special displays:

Number of tobacco special displays:

Total number of special displays:

(Cardboard stand ups, product
stacked on floor, not on shelf, etc.)

(Cardboard stand ups, product
stacked on floor, not on shelf, etc.)

Number of product displays outside area stocked for product:

Number of alcohol product displays
outside area stocked for product:

Number of tobacco product displays
outside area stocked for product:

Total number of product displays
outside area stocked for product:

(Beer on end caps of aisles, etc.)

(Tobacco on end caps of aisles, etc.)

Number of product displays ON counters:

Number of alcohol product displays
ON counters:

Number of tobacco product displays
ON counters:

Total number of product displays
ON counters:

Number of product displays IN FRONT OF or BESIDE counters:

Number of alcohol product displays
IN FRONT OF or BESIDE counters:

Number of tobacco product displays
IN FRONT OF or BESIDE counters:

Total number of product displays
IN FRONT OF or BESIDE counters:

Number of product displays BELOW counter level:

Number of alcohol product displays
BELOW counter level:

Number of tobacco product displays
BELOW counter level:

Total number of product displays
BELOW counter level:

Number of product displays NEAR candy, toys, or magazines:

Number of alcohol product displays
NEAR candy, toys, or magazines:

Number of tobacco product displays
NEAR candy, toys, or magazines:

Total number of product displays
NEAR candy, toys, or magazines:

product placement comments:

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ADDITIONAL BRAND & PLACEMENT INFO: CARRY-OUT OUTLETS

Team Name: _____

Name of Carry-Out Outlet: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Carry-Out Outlet Category:

- ☐ Convenience store (chain/franchise)
- ☐ Small market (not a chain/franchise)
- ☐ Supermarket (chain/franchise)
- ☐ Drug store
- ☐ Liquor package store
- ☐ Other: _____

Product—Indicate the top 3 brand names you see the most of in each category.

	For Beer	For Wine	For Liquor	For Wine Coolers	Other
1					
2					
3					

Write "yes" or "no" in column at right in answer to each question. Yes or No

Were tobacco products on the counter?	
Were tobacco products behind the counter?	
Were tobacco products in front of the counter or by front door?	
Were any tobacco products located next to candy?	
Were single cigarettes available?	

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OUTDOOR TOBACCO PRODUCT INFO CARRY-OUT OUTLETS

Survey Date: _____

Store Name: _____

Store Address: _____

Street: _____

City: _____ State: _____ Zip: _____

Observer: _____

Phone: _____

eMail: _____

Outdoor Ad Location

Doors & windows (seen from outside)	Quantity
-------------------------------------	----------

Cigarettes	
Spit Tobacco	
Snus	
Dissolvables (Sticks, Orbs, Ariva, etc.)	
E-cigarettes	
Cigars/Cigarellos	
Other (specify)	
Other (specify)	

Gas Pump	Quantity
----------	----------

Cigarettes	
Spit Tobacco	
Snus	
Dissolvables (Sticks, Orbs, Ariva, etc.)	
E-cigarettes	
Cigars/Cigarellos	
Other (specify)	
Other (specify)	

Other Outdoor Location (specify):	Quantity
-----------------------------------	----------

Cigarettes	
Spit Tobacco	
Snus	
Dissolvables (Sticks, Orbs, Ariva, etc.)	
E-cigarettes	
Cigars/Cigarellos	
Other (specify)	
Other (specify)	

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POURING/ON SITE OUTLETS | YOUTH RETAIL ASSESSMENT FOR ALCOHOL & TOBACCO PRODUCTS & ADVERTISING

Team Name: _____

Name of On-Site Outlet: _____

Street Address: _____

City: _____ State: _____ Zip: _____

On-Site Outlet Category:

- ☐ Bar only (no restaurant)
- ☐ Restaurant (chain/franchise)
- ☐ Bar, connected to restaurant
- ☐ Restaurant (independent)
- ☐ Hotel/Lounge
- ☐ Fast food chain/franchise
- ☐ Other: _____

Product—Indicate the top 3 brand names you see the most of in each category.

	For Beer	For Wine	For Liquor	For Wine Coolers	Other
1					
2					
3					

	For Cigarettes	For Cigars & other tobacco products which are smoked	For smokeless tobacco products or chewing tobacco	Other
1				
2				
3				

Placement—Indicate with a "yes" or "no" in each box, product/ad placement category.

	For Beer	For Wine	For Liquor	For Wine Coolers	Other
Cans/Bottles "on ice"					
Self-serve cash register					
Table delivery					
Bar service					
Promotional table displays					

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POURING/ON-SITE OUTLETS (continued)

Write "yes" or "no" at right in answer to each question.

Yes or No

Was there a cigarette vending machine?	
Was there a locking mechanism on it?	
Was the vending machine located in plain view of staff to monitor?	
Were single cigarettes available?	

Promotion—Indicate the number of ads/signs you count for each category.

	For Beer	For Wine	For Liquor	For Wine Coolers	Other
inside					
outside					

	For Cigarettes	For Cigars & other tobacco products which are smoked	For smokeless tobacco products or chewing tobacco	Other
inside				
outside				

Write "yes" or "no" at right in answer to each question.

Yes or No

Were there any "We ID" signs?	
Were there any signs stating you must be 18 to purchase tobacco?	
Were there any signs stating you must be 21 to purchase alcohol?	
Were there any "age calendars"?	
Were there Ads or specials in the menu for alcohol?	
Were there ads/signs for "happy hour" specials?	

Price—Indicate the number of price promotion types you count for each category.

	For Beer	For Wine	For Liquor	For Wine Coolers	Other
Price promotions					
Gifts with purchase					

	For Cigarettes	For Cigars & other tobacco products which are smoked	For smokeless tobacco products or chewing tobacco	Other
Price promotions				
Gifts with purchase				

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DEBRIEFING REPORT

[page 1 of 2]

Team Name: _____

TO THE TEAM:

It's important to always take the time to stop right after you finish collecting data to discuss and record your immediate thoughts and impressions. Although you have been communicating throughout the audit process, now is the time for you to consider the exercise as a whole. Take a few minutes to talk about each of the following questions and have a recorder write down the main points of the discussion for each question. Talking your answers over with the team helps everyone to understand the perspective of each member.

Topics for the team debriefing: (Feel free to add your own topics at the end of this form.)

The most important thing from all the data we collected...

Youth #1 _____

Youth #2 _____

Youth #3 _____

Youth #4 _____

Adult advisor _____

The most surprising or unexpected thing from all the data we collected...

Youth #1 _____

Youth #2 _____

Youth #3 _____

Youth #4 _____

Adult advisor _____

The most surprising or unexpected thing that happened while we were collecting data...

Youth #1 _____

Youth #2 _____

Youth #3 _____

Youth #4 _____

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DEBRIEFING REPORT

[page 2 of 2]

Team Name:

Adult advisor

In conducting the scan, the part of the research process that worked best or was most important...

Youth #1

Youth #2

Youth #3

Youth #4

Adult advisor

My top suggestion for improving the research process...

Youth #1

Youth #2

Youth #3

Youth #4

Adult advisor

What I liked the best about the way the team worked together...

Youth #1

Youth #2

Youth #3

Youth #4

Adult advisor

Additional feedback...

Youth #1

Youth #2

Youth #3

Youth #4

Adult Advisor

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ENVIRONMENTAL SCAN {PHOTO} LOG

[carry-out and pouring/on-site establishments]

Name of Youth Team:

Please use this form to keep track of the photos your team takes and to identify each location.

Assign numbers to your photos

- ☐ **Identify location where photo was taken** (please use the outlet #s on list attached to your map so it may be referenced identify business name and address/location)
- ☐ **Describe photo subject matter** (i.e., **shows one of the 4 Ps—Price, Product, Placement or Promotion** for alcohol or tobacco)

**Map Area
Number:**

Remember, **we want your team's best 40 photos.** You may shoot as many photos as you like—however, please take your photographs on a Fine setting and **DO NOT** change pixel setting to get more photos on the disks. We need high-resolution photos for large screen multimedia presentations.

[illegible]

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[illegible]

Alcohol & Tobacco Audit Toolkit

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[illegible]



CEDAR RAPIDS WASHINGTON HIGH SCHOOL

April 23, 2011

Casey's General Store
201 8th Ave SE
Cedar Rapids, IA 52403

EXAMPLE OF INITIAL LETTER TO OUTLETS

Dear Store Manager,

The Washington High School chapter of Students Against Destructive Decisions (SADD) will be conducting an alcohol and tobacco product and advertising survey of your store on May 23, 2011. The survey will take approximately 15 minutes and our students will not speak to or get in the way of your customers. Thank you for your time.

Call me with questions, 319-555-1212.

Sincerely,

Jane Johnson
Advisor, Washington High School Chapter of SADD



CEDAR RAPIDS WASHINGTON HIGH SCHOOL

September 14, 2011

Casey's General Store
201 8th Ave SE
Cedar Rapids, IA 52403

OPTIONAL: EXAMPLE OF POST-AUDIT LETTER

Dear Retail Store Manager,

One of the most important factors for reduction of substance use among youth is to impact the environment they live in. Washington High School's chapter of the Students Against Destructive Decisions (SADD) is working to impact our community environment around alcohol and tobacco use by involving youth in community efforts.

Groups of youth in Cedar Rapids conducted an assessment of media and retail advertising for alcohol and tobacco products during the spring of 2011. Your location was surveyed as part of this project. A project summary containing the results of their project is enclosed with this letter.

We hope to increase awareness of alcohol and tobacco advertising efforts as a result of this project. In the words of one youth participant, *"I am so glad we did this project. I think it's important for young people to work with the local businesses to educate the public about the high number of alcohol and tobacco ads that youth are exposed to every day. I don't think businesses are trying to hurt us with these ads. I think most adults just don't pay attention to the ads and who they are affecting. I know I never thought about this before."*

The young people also realize a variety of factors affect retail advertising placement. Decisions on tobacco and alcohol advertising and product placement are made at the corporate level for local retailers who are part of a corporate chain. Local managers do not have control over these decisions. Private retail business owners are paid fees and given other incentives to place alcohol and tobacco products in specific locations within their establishment and to post tobacco and alcohol advertisements at their stores.

What do young people want to happen as a result of their project? One of the youth project participants says it best, *"It's all about creating awareness. We are not trying to point fingers or blame people. We want to educate adults and youth about the high number of ads we found at local businesses. We want to work together to create awareness about how these ads may have an impact on young people. Then we need to take the next step towards reducing the high number of alcohol and tobacco ads that reach children."* We hope you'll support our youth in this effort.

Sincerely,

Jane Johnson
Advisor, Washington High School Chapter of SADD

EXAMPLE OF
PROJECT SUMMARY

Alcohol & Tobacco Audit

PROJECT SUMMARY

{Audit conducted in the spring of 2011}

Project Goal:

INCREASE COMMUNITY AWARENESS OF ALCOHOL & TOBACCO ADVERTISING

Project Objectives:

1. Assess the amount of alcohol and tobacco-related advertising Cedar Rapids youth are exposed to.
2. Share information learned with the general public and local key policy makers.

SUMMARY OF THE MEDIA ASSESSMENT RESULTS FOUND BY YOUTH:

- TV does a better job than RADIO with counter ads.
- Neither TV nor RADIO has enough ads to counter pro ads.
- RADIO has more pro ads than TV.
- More messages need to be directed toward parents and others about norms and use.

SUMMARY OF THE RETAIL ASSESSMENT RESULTS FOUND BY YOUTH:

KEY FINDING: During their research, youth tallied 139 advertisements that promoted either alcohol or tobacco—an average of 28 promotions per business.

- Convenience stores are the smallest buildings, yet they have the highest concentration of alcohol and tobacco products and ads – an average of 32.5 promotions for alcohol and tobacco per store.
- There are more ads and promotions for alcohol than for tobacco.
- There are 4 times as many indoor ads as outdoor ads.
- Product placement regulation has been more effective for tobacco than alcohol.



CEDAR RAPIDS WASHINGTON HIGH SCHOOL

This project was organized and funded by the Cedar Rapids Washington High School chapter of the Students Against Destructive Decisions (SADD). Thank you to these youth for conducting this project!

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Student Permission Form

{ Alcohol & Tobacco Audit }

Please read carefully and fill-in form completely. Return form in enclosed stamped, addressed envelope ASAP and/or by: _____.

Thank you.

STUDENT'S NAME: _____		NAME OF PARENT OR GUARDIAN: _____	
DATE OF BIRTH: _____	GRADE: _____	PHONE (DAY): _____	(EVE): _____
SCHOOL/ORGANIZATION: _____		EMAIL: _____	
HOME ADDRESS: _____		EMERGENCY CONTACT NAME: _____	
CITY: _____	STATE: _____	ZIP: _____	PHONE (DAY): _____ (EVE): _____

Permission

I request that _____ be allowed to participate in the Alcohol & Tobacco Audit project and specifically consent to his/her participation in the following:

- ☐ Required project trainings
- ☐ Independent youth team environmental scan activities
- ☐ Community report of findings

Release

I release and waive, and further agree to indemnify, hold harmless or reimburse the (insert organization name) _____, its successors and assigns, its members, agents, employees, and representative thereof, as well as adult advisors for this project, from and against any claim which I, any other parent or guardian, any sibling, the student or any other person, firm or corporation may have or claim to have, known or unknown, directly or indirectly, from any losses, damages or injuries arising out of, during or in connection with the student's participation in the project, or rendering of emergency medical procedures, if any.

Parent or Guardian Signature

Date

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Adult Advisor Agreement Form { Alcohol & Tobacco Audit }

Please read carefully and fill-in form completely. Return form in enclosed stamped, addressed envelope ASAP and/or by: _____.

Thank you.

NAME: _____	PHONE (DAY): _____ (EVE): _____
SCHOOL/ORGANIZATION: _____	EMAIL: _____
HOME ADDRESS: _____	FAX: _____
CITY: _____ STATE: _____ ZIP: _____	

Consent

I consent to allow sponsoring organization to request a personal background check, implemented at the cost and discretion of the sponsoring organization.

I further consent to participate in the Alcohol & Tobacco Audit project.

- ☐ Serving as team point of contact for the Project Coordinator,
- ☐ Communicating with parents of my youth team members as necessary,
- ☐ Providing guidance and transportation for my team as necessary,
- ☐ Participating in all of the following: team trainings, independent team environmental scan activities, community report of findings.

Release

I release and waive, and further agree to indemnify, hold harmless or reimburse the (insert organization name) _____, its successors and assigns, its members, agents, employees, and representative thereof, from and against any claim which I, any other parent or guardian, any sibling, the student or any other person, firm or corporation may have or claim to have, known or unknown, directly or indirectly, from any losses, damages or injuries arising out of, during or in connection with my participation in the project, or rendering of emergency medical procedures, if any.

Parent or Guardian Signature

Date

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Media Release—Adult & Student { *Authorization to Reproduce Physical Likeness* }

Release

I hereby expressly grant to the organizers of the **Alcohol & Tobacco Audit**, their agents and assigns, the right to photograph me and use my picture, silhouette and other reproductions of my physical likeness (as same may appear in any still camera photograph, and/or motion picture film or videotape), and as in connection with this project, theatrically, on television or otherwise in which the same may be used or incorporated, and also in the advertising, exploiting and/or publicizing of any media, including use in electronic versions (CDROM/DVD, Web). I further give the producers the right to reproduce in any manner whatsoever any recordings made by the producers, of my voice and/or other sounds effects produced by me as a result of my participation in the **Alcohol & Tobacco Audit**.

I certify and represent that I have read the foregoing and fully understand the meaning and effect of this Release and intend to be legally bound by it.

STUDENT'S NAME: _____

NAME OF PARENT OR GUARDIAN: _____

DATE: _____

DATE: _____

HOME ADDRESS: _____

HOME ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE (DAY): _____ (EVE): _____

PHONE (DAY): _____ (EVE): _____

Student Signature

Date

Parent or Guardian Signature (if student is a minor)

Date

Alcohol & Tobacco Audit Toolkit

Produced by the State of Iowa Youth Advisory Council (SIYAC)

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Contacts

- **The State of Iowa Advisory Council (SIYAC)**
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website: www.icyd.iowa.gov/SIYAC/
phone: (515) 281-6509
address: SIYAC, Department of Human Rights, Lucas Building, 2nd Floor, Des Moines, IA 50319
- **Hancock County Public Health Services (HCPHS)**
email: c/o Kelly Hutcheson <khutcheson@hancockpublichealth.org>
website: www.hancockpublichealth.org/resources.htm
phone: 641-923-3676
fax: 641-923-2631
address: 545 State Street, Garner, Iowa 50438
- **Deb Quintus, Garner Asset Coordinator (GAP)**
email: dquintus@garner.k12.ia.us
website: www.garnerassetproject.com